

1806 - PARKING METER TECHNICIAN II

NATURE OF WORK

This is responsible skilled, technical, and supervisory work in all phases of installation, inspection, maintenance, and repair of a variety of parking meters and related timing mechanisms, equipment, installations, and facilities in the Parking Department. Work includes shop and some field duties.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

Responsible for the distribution of meter keys.

Supervises and participates in the work of employees involved in the installation, inspection, maintenance, repair, rebuilding, cleaning, and general care of parking meters and related timing mechanisms, equipment, installations, and facilities.

Performs and assists less experienced technicians in performing unusual or more technical work and in responding to unusual or difficult situations; and resolves problems.

Detects and conducts investigations of indications and complaints of parking meter malfunctions and failures; and resolves problems.

Determines feasibility of repair; recommends scraping mechanisms or sending to outside agency for repair.

Assists in determining, developing, implementing, and insuring adherence to procedures consistent with federal, state, and local laws, ordinances, regulations, and guidelines; and with City and departmental policy and procedures.

Transports equipment and individuals.

Performs related work as required.

Removes & accounts for money from parking meters being serviced or repaired and is responsible for proper processing of such money and applicable records.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of metered parking repair and maintenance standard operations and procedures.

Thorough knowledge of local geography, roadways, and jurisdictional boundaries.

Thorough knowledge of the procedures and methods used in the installation, inspection, maintenance, repair, rebuilding, cleaning, and general care of all parking meters and related timing mechanisms, equipment, installations, and facilities; and ability to apply such knowledge.

Thorough knowledge of the appropriate tools, materials, machinery, and equipment and considerable skill in their use.

Thorough knowledge of job-related hazards, dangers, and safety standards and procedures.

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Thorough knowledge of labor, materials, equipment, and operations requirements, techniques, and costs as related to completing projects in areas of assignment.

Considerable knowledge of the principles of clock timing devices.

Considerable knowledge of applicable federal, state, and local laws, ordinances, regulations, and guidelines; and City and department policies and procedures.

Ability to train, personnel in all areas of assignment.

Ability to plan, organize, and supervise the work of skilled, semi-skilled, and unskilled employees, involved in a variety of tasks, in a manner which promotes high morale and effective performance.

Ability to evaluate the performance of employees, equipment, and operations.

Ability to analyze information from a variety of sources, assess a situation, use sound judgment in drawing valid conclusions, and take appropriate actions.

Ability to effectively prioritize duties when dealing simultaneously with a number of projects.

Ability to plan and layout work from blueprints, plans, sketches, and manuals.

Ability to understand, retain, apply, and instruct others in detailed, complex, and highly technical written, verbal, and demonstrated procedures, information, and regulations as applied to a variety of functions and situations.

Ability to prepare and maintain accurate, detailed, and comprehensive written and verbal records and reports, procedures, and training materials.

Ability to research and verify information and resolve discrepancies.

Ability to perform basic mathematical computations.

Ability to operate a three-wheeled vehicle.

Ability to maintain effective working relations with other employees, other agencies, and the general public.

MINIMUM REQUIREMENTS

Employed by the City for the past six (6) months (based on full-time employment) AND have six (6) months full-time paid experience repairing and maintaining parking meters. Florida driver's license. Background investigation.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine. Some standing, walking,

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moving, reaching, handling, carrying, and bending; no significant crawling, kneeling, climbing, sitting, pushing, and pulling. Must be able to lift up to 100 pounds.

SUPERVISION RECEIVED

General and specific assignments are performed according to established procedures with latitude for the use of independent judgment in the selection of work methods, priorities, tools, and equipment and is subject to review through consultation and written reports for achievement of departmental objectives and standards.

SUPERVISION EXERCISED

Supervises the work of Parking Meter Technician Is engaged in parking meter service and repair.

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